

***Region 2
Regional Services Council Meeting
Valparaiso, Indiana
December 7, 2005***

Minutes

The Regional Services Council met Wednesday, December 7, 2005 at 6:00 p.m. CST, at the Porter County Courthouse, 16 Lincolnway, Judge Harper's Chambers/Court Room, Valparaiso, Indiana. The meeting was called to order by Charlotte Richey, Regional Manager (Region 2).

Members in Attendance:

Director Terrance Ciboch, LaPorte County
Director Ron Fisher, Newton County
Director Larry Harris, Starke County
Director Sharon Mathew, Jasper County
Director Laurel Myers, Pulaski County
Director Jon Rutkowski, Porter County
Judge Michael Shurn, Pulaski County Circuit Court
Judge Mary Harper, Porter County Circuit Court
Judge Jeryl Leach, Newton County Circuit
FMC Supervisor Linda Gray, Jasper and Newton Counties
FCM Eileen Walters, LaPorte County
CASA Director YSB Claudia Clark, Porter County

Present by Invitation:

MB Lippold, DCS Deputy Director of Programs and Services

Statement from DCS Deputy Director Lippold:

"On behalf of Director Payne and myself, I would like to thank you for being here, this is a tremendous time commitment given your very busy schedule. His vision [Director Payne] is the Regional Service Council will really help re-define "Program Service Delivery" in the state of Indiana."

The Council discussed, and reviewed the following topics:

(1) TOPIC: Opening Remarks

- This was the first meeting for voting members: Linda Gray, Eileen Walters, and Claudia Clark.
- The Council holds three Judges and three Directors who are voting members. However, all six Juvenile Judges and County Directors in Region 2 receive copies of all RSC related correspondences and are invited to participate in all meetings.
- Regional Services Council meetings are **Public Meetings**, and notices of meetings are to be posted forty-eight hours prior to each meeting.
- There were questions raised at last month's meeting regarding Proxy voting. It was decided between Director Payne and the Regional Managers that judges will be allowed to send a proxy to the meetings, and that they will have voting power. The Council is required to have seven voting members for a quorum.

(2) TOPIC: Discussion of Future Meeting Times and Locations

- The Regional Manager and Directors agreed to hold Council meetings on the first Wednesday of every month at 5:30 p.m. CST.
- All Directors agreed to rotate counties to host the monthly meetings in 2006. The locations and dates of future meetings are to be held at the following Counties:

- Jasper	January 4, 2006	Jasper	July 5, 2006
- Pulaski	February 1 2006	Pulaski	August 2, 2006
- LaPorte	March 1, 2006	LaPorte	September 6, 2006
- Newton	April 5, 2006	Newton	October 4, 2006
- Starke	May 3, 2006	Starke	November 1, 2006
- Porter	June 7, 2006	Porter	December 6, 2006
- Directors agreed to inform Regional Manager Richey of a facility in their county where the Council meeting can be held by the end of December. This will enable her to post the 2006 Council meeting schedule to the state website. *Jasper County will hold the January 4, 2006, Council meeting at the Jasper County Public Library: 208 W. Susan Street Rensselaer..*

(3) TOPIC: RFP Review

- **Timeline**
 - Providers are to *submit* their proposals by **December 22, 2005**. A copy of the proposal will go to the Regional Manager, the County Director, and Jim Shively (the IV-B Coordinator from Dodson and Shivley Associates, DSA).
 - DSA is to review proposals, make sure that they are completed appropriately, and then mail a listing of accepted proposals to the county Director(s) by January 20, 2006.
 - Directors will have seven days after receiving the proposals, to review and score them. Scoring should be completed by January 27, 2005.
 - At the February 1, 2006 Council meeting, members will vote on the providers chosen. **Please note that it is crucial for members to attend this meeting.**
 - Regional Manager Richey will submit the final contract choices to Central Office by **February 3, 2006**.

(4) TOPIC: Service Standards (*Questions and Answers*)

Regional Manager Richey - asked Deputy Director Lippold to discuss the scoring of proposals (*who and how*), and the level of publicness in the meetings.

Deputy Director Lippold – since the level of publicness is still being discussed, I am not able to answer specifics related to the Open Door Policy and the scoring of proposals. The scoring of proposals will be the same process that has been used in the past. The only difference will be providers submitting proposals to serve more than one county or the entire region. Directors will have to decide what will be the best way to score proposals for their county. Each region will have to decide how to score multi-county or regional proposals.

Judge Harper – Regarding the RFP, is this funding only for IV-B money, or is it also for Family and Children Fund expenditures?

Deputy Director Lippold – If there are services that counties are providing that are not on the list, we are asking providers at this time to submit a proposal and follow the service standards. The funding will be IV-B Funding, Family and Children Funding, IV-E Wavier Funding, KFTF, and all other funding sources that are cited in the RFP.

Director Harris - if a service provider would like to provide services in more than one county, it would be wise for the provider to submit an IV-B proposal.

Deputy Director Lippold – that is correct. This morning 376 *questions* and *answers* were displayed in the website from providers. Please make time from your busy schedule to glance at these questions, as the role of the RSC is mentioned several times.

Director Harris – If we find we have contracted with someone we don't like, we don't have to buy their service, correct?

Deputy Director Lippold – Correct. These are all zero based contracts. Not to oversimplify, but no one is promised any money until they provide a service.

Judge Leach – What if we like a competitor better than the successful bidder? Are we free to contract with them despite the bidding process?

Regional Manager Richey - We can contract with multiple providers for the same service. We are not limited to one provider per service.

Deputy Director Lippold - we are hoping that providers chosen through this process are the ones that you will be using; you as the council will make the decision as to who and how many are selected.

Judge Shurn – what if a provider from LaPorte County said they would counsel clients from Pulaski County, but realistically they will not travel to counsel just one case. The poor and dysfunctional people cannot travel to LaPorte County, so what can I do to provide services for these people? As a judge, it's not fair to order services we know families cannot comply with. So how do we ensure appropriate service array in this situation?

Deputy Director Lippold - select providers who offer home base counseling; every county has to have services. If there is a service that is needed that is not in your county, and is not offered through this process, we will figure out another way to get that service. This approach (RFP and RSC) is just a start; not the end result. If families in a certain area need services, we will have to figure a way to get them.

Judge Shurn - I have a need for tutors in the Pulaski County schools; there is probably no company who will bid to put a tutor in my schools. Currently, when a tutor is needed, the tutor will be compensated for his or her service by me making a request of my County Director. Can we continue to pay for this service by this arrangement?

Deputy Director Lippold - tutor services are not covered, but it does not mean you cannot have this program. If you decide as a Regional Services Council that you would like to have a tutoring service; then contact my office to assist in developing goals and service standards. Service providers in or out of your

county will be asked to provide this service.

Regional Manager Richey - even if the service is funded locally, there needs to be some type of consistent service standard for that service. This is so the Tutoring Program in Pulaski County is receiving equal service to the one that is happening in Starke County.

Judge Shurn - who will write the service standards?

Deputy Director Lippold – my department will work on the service standards, however, we will look to your region and council to determine what it is you need.

Deputy Director Lippold –For example, the System of Care Model (wrap-around model) is not a service standard listed in this RFP. If your county has a System of Care in place, continue to use it. If you would like to initiate or expand wrap-around services, then we as an RSC would request a proposal and service standards for it. Continue to use services that are available in your community, especially those through grant funding.

Deputy Director Lippold - toward the end of December 2007, we will probably be doing amendments. This will be a good opportunity to do amendments on new service providers. The providers would have to submit a proposal, and be approved by the Regional Services Council.

Judge Shurn - will a minor local Program die, because they did not bid through this RFP process and the County cannot pay them?

Deputy Director Lippold - the County will present the program to the council for review, to make sure it *will* continue. I hope that no programs will die. If this process does not work or make sense, we will have to refine it to ensure appropriate services are provided. However, it is the Director's vision that *all* services come through the RSC.

Deputy Director Lippold - every county has a "Home Base or Home Visit Program", which is considered a "*Bread and Butter Program*" for probably every county. The theory is "if the provider has a larger region, they will be willing to commit to provide staff and services to the entire region." Hopefully, this will give greater services to smaller counties, and have a steady referral stream. If they are doing home base services, they will go to the clients, which will help with transportation for the smaller counties.

Deputy Director Lippold – in 2006, programs and services funded outside the current RFP will probably stay the same. You should bring to the RSC what you are funding so they become aware of the programs that are out there and how money is being spent. Changes could occur in 2007 as Director Payne wants to review services and programs and how they are funded and administered.

Judges Shurn and Leach – Can providers be added if the ones we originally chose don't work out?

Deputy Director Lippold – What I hear being said is that we need to be careful in our contract wording to change midstream if needed. Point taken.

Director Ciboch - are Regional Services Council going to be signatory to the contract?

Deputy Director Lippold - no.

Director Ciboch - can the Regional Services Council cancel a contract? Can the Council members say, "We do not like this provider, this is not working," Does the Council have the ability to say, "The contract is done, and we are not using them anymore?"

Deputy Director Lippold - The Council or Director can ask the provider to attend a Council meeting to discuss why they are not happy with their services. If the County or RSC remains dissatisfied, then the Department will need to exercise the contract's out-clause. Nothing precludes the RSC from requesting another RFP.

(Questions from various members regarding contract language):

- Are Council members becoming agents to the state?
 - Are we dealing with exclusivity?
 - Are we being exclusive from making decisions?
 - Do we have flexibility and freedom in decision-making?
- How autonomous can counties be in providing specific services quickly?

Deputy Director Lippold – the Director [Payne] will say that the idea will be that we do not have necessarily county decision-making; that it is more of a regional process. I cannot commit to answer but will pose these questions to the Executive Team.

Deputy Director Lippold - you have families that need services and we need to figure a way out to get services to those families. Yes, it is a bureaucracy and yes, we are entering into some arrangements for services, primarily to get service standards established, and increase services in your region. The idea is that the overall service can increase by building compacity and pulling resources together.

(5) TOPIC: Prevention Services

Regional Manager Richey – asked Deputy Director Lippold to talk about Prevention Services, regarding "Community Partners for Child Safety."

Deputy Director Lippold – Community Partner for Child Safety is worked on by the Annie E. Casey Foundation over the years. The foundation has developed different partnerships in different part of the country, including Louisville, Kentucky. It is a community of partners that comes together to address the needs of a family that do not meet the standards of abuse or neglect, but have issues that need to be addressed. A relative, neighbor, school system, health department, Community Centers, ECT. can refer these families to a place where they can receive services. This is a home visiting program; the caseworker goes to the family's home and tries to create a plan, listing what needs to happen to address their concerns. This is a prevention program to prevent the family from having to be seen by the Department.

Director Mathew – is this considered "at risk"?

Deputy Director Lippold – it would be considered at risk. Here is an example: "An investigator will visit the home, and sees it does not meet the standards, or meet legal sufficiency. However, in a month it might meet legal sufficiency." The hope is for this entity to come together with other entities, so that referral can be made to other places. These are voluntary programs. There are Healthy Families and Youth Service Bureaus sites, which are submitting proposals for this program.

Judge Shurn – how do you measure for effectiveness or performance to justify continuing the program?

Deputy Director Lippold - we will be developing a mechanism for families that have this service; we will be calculating to see if they will end up in the system. Research has shown that these kinds of programs do keep people out of the Child Welfare system

Judge Harper – Community Based Services, it excludes our placement issues?

Deputy Director Lippold - correct, there are no placement issues.

Judge Harper – Is the state doing anything regarding placements and their costs?

Deputy Director Lippold – there is a master contract that has been developed, and will be put into place on January 1, 2006. To answer your question, it will not address the cost; it establishes standards for the facility. It is a contract that makes sure every facility has a school program.

Judge Shurn – we [Judges and Directors] need to know before December 22 answers to our questions: if we will be able to spend locally and pay for services in 2006 or if we need to encourage our local service providers to submit proposals.

Deputy Director Lippold – all service standards for 2006 will be paid, but in 2007, it will change.

Director Ciboch – if we obligate all the money now and decide in six months that we would like an RFP to provide transportation (for example) on an as needed basis for each county, will we have the money that is not spent?

Deputy Director Lippold – absolutely.

Director Ciboch – when will we know the amount of money, we have to work with for the Regional Services plan?

Deputy Director Lippold – Funding allocations will be given to the Regional Managers next week.

Director Harris – every year we are given a scoring tool to use when scoring the proposals. Is this process going to continue?

Deputy Director Lippold – The Regional Managers have a scheduled Scoring Training session on December 15, 2005. Everyone will review scoring and receive new scoring sheets. Much of this will follow the IV-B process that has been used in the past.

Regional Manager Richey – the proposals (*rough draft*) will be submitted on Thursday, December 22 to Directors, Jim Shively, and me. I would like to meet with the available Directors the week of December 27 to review the submitted proposals, before the Regional Council meeting on January 4, 2006.

Selection of Next Meeting Date

- *Jasper County Library in Rensselaer County on January 4, 2006, at 5:30 p.m. CST*

Adjournment

- Regional Manager Richey adjourned the meeting at 7:30 p.m. CST

Submitted,
Vivian Delgado-Biron, Clerk
Porter County DFR/DCS